

HEALTHY AGING TASK FORCE EXECUTIVE COORDINATOR JOB DESCRIPTION

The Executive Coordinator works in partnership with the Executive Committee (EC) and other internal and external stakeholders to provide leadership, vision and direction to transform Martha's Vineyard into an 'aging friendly community'. The Executive Coordinator implements policies approved by the EC, manages the overall HATF work-plan including specific programs and operations, and represents the organization and the collective impact effort in the community

Essential Responsibilities *(to include but not limited to)*

- In partnership with the EC, provides strategic leadership and plans and develops programs and services that support the HATF mission.
- Builds positive relationships with critical community partner organizations, policymakers, media and others.
- Uses data to drive decision-making, working with other staff to develop information required to make decisions, conduct assessments, and build shared measurement and reporting infrastructure.
- Builds internal infrastructure, overseeing daily operations and evaluation of HATF programs, work groups and other volunteers and contractors. .
- Develops and manages financial stability plan and resources, including grants and other resources to cover operational needs.
- Formulates budgets and maintains an accounting system that meets federal, state and local compliance standards
- With Chair prepares agenda and materials for oversight committee meetings, prepares minutes.
- Serves as a non-voting member of the EC

Qualifications and Competencies

Bachelor's degree, preferably in relevant subjects; experience may be considered in lieu of education. Computer literacy including: word processing, data base management and relevant financial software. Experience in non-profit or corporate management including supervisory experience and grant writing is desirable.

Compensation at local competitive rates, commensurate with background and whether the position is part time or full time. This is a contractor position.

Desired attributes

- Community focus—understand community and organization issues and concerns
- Results Orientation—display a sense of passion, urgency, caring
- Adaptability---responds effectively to change
- Accountability—takes ownership
- Team player—builds strong relationships
- Organizational and problem solving skills, including project management
- Collaborative in leadership style and commitment
- Strong interpersonal, communication and public speaking skills